

**Request for Qualifications**  
for  
**Architectural and Engineering Services**  
for the  
**Planning, Designing, and Construction  
of a New School Facility**  
in  
Lewiston Public Schools  
*William Webster, Jr., Superintendent*

36 Oak Street  
Lewiston, ME 04240  
207-795-4100

**Date of Issue: September 10, 2014**

# **REQUEST FOR QUALIFICATIONS (RFQ)**

## **Architectural and Engineering Services**

### **BACKGROUND**

Lewiston Public Schools (“the District”) is soliciting Statements of Interest and Qualifications from qualified Maine licensed firms to provide architectural and engineering services associated with the planning and construction of a new elementary school facility within the district.

Louis J. Martel Elementary School, built in 1925, was No. 8 on the Maine Department of Education (MDOE) school construction priority list and received approval in April 2014 to commence a major capital school construction project. The needs of the Gov. James B. Longley Elementary School will also be considered, as this school was No. 20 on the MDOE school construction priority list.

Fiscal year 2014-2015 total enrollment in the District is projected at 5,350. The District has six elementary schools (PreK – Grade 6), a single Middle School (Grades 7-8), and a single High School (Grades 9-12) that also houses the Regional Career Technical Center. Four of the elementary schools operate Pre-K classes for the entire district. In contrast to many school administrative units in Maine, the student population in Lewiston Public Schools has grown in each of the last seven years and is projected to continue growing.

The District is very diverse relative to Maine. Approximately 64% of students are Caucasian/White, 3% Hispanic, 29% African American/Black, 1% Asian and 3% all other. Other demographic attributes include: over 23% of students are Limited English Proficiency; approximately 17% are enrolled in the Special Education program, and 68% qualify for free or reduced school lunch.

The mission of Lewiston Public Schools is: “Ensuring Student Academic and Civic Success.” More information on Lewiston Public Schools may be found at: <http://www.lewistonpublicschools.org>

### **INFORMATION REGARDING THE RFQ**

This RFQ is not an Invitation for Bid. Instead, qualifications will be evaluated in accordance with the Evaluation Criteria stated in this RFQ. The District will first evaluate each firm’s written response in accordance with the Evaluation Criteria. Based on the range of results, the top three (3) firms will be selected for interviews. A list of interview questions and format will be provided prior to the interview to those firms or individuals selected for an interview. The District reserves the right to expand interview questions based on responses from a firm during the interview. Interviews will be held Wednesday and Thursday, Oct 15 and Oct 16, 2014. A complete schedule appears on page 4 of the RFQ.

The District will then evaluate each firm who was interviewed based on criteria specifically for the interviews. The highest ranking firm will be selected by the District to enter into fee and contract negotiations, subject first to evidence that the firm has the financial capacity to fulfill its obligations if awarded a contract (including financial statements for the last two fiscal years). If, in the District’s opinion, any portion of the fee and/or contract negotiations is unsuccessful, the District may negotiate with the next highest scoring response.

The firm must be recommended to the Superintendent and School Committee for final approval prior to any contract award.

## **DELIVERY AND ACCEPTANCE METHODS**

Responses are to be delivered in person or by certified/express mail to the District's central office. Responses are due by 4:00 p.m. on October 1, 2014. Qualifications submitted by fax or e-mail will be considered non-responsive and will not be accepted. The District reserves the right to overlook any technicalities and accept or reject any or all submittals based on the best interest of the District. The District reserves the right to extend this deadline by providing a written addendum to the Request for Qualification (RFQ), published on the Lewiston Public Schools website under Public Announcements.

Five (5) physical copies of the submitter's qualifications **and** five (5) electronic copies in PDF file format on separate USB compatible memory sticks must be submitted in a sealed envelope that includes the following information on the outside of the envelope:

- Firm name
- Firm address
- Contact person
- Phone number
- E-mail

The envelope must be marked in the lower left-hand corner with the following:

**RFQ – Architectural and Engineering Services  
Lewiston Public Schools**

All response submittals must be addressed to: Joseph Perryman, Facilities Director  
Lewiston Public Schools  
36 Oak Street  
Lewiston, ME 04240

## **QUESTIONS REGARDING THE RFQ**

Firms interested in making a submittal are directed not to make personal contact with the Superintendent or members of the School Committee or Facilities Committee. Any contact will constitute grounds for disqualification of consideration. Questions about the RFQ, its content, response format or any other questions deemed necessary to submit a qualified response must be submitted in accordance with the dates identified within the RFQ via email to:

Joe Perryman at [jperryman@lewistonpublicschools.org](mailto:jperryman@lewistonpublicschools.org)

Responses to questions, as well as the questions, will be distributed to all firms via posting the information on the Public Announcements web page of Lewiston Public Schools at

<http://www.lewistonpublicschools.org/~publicannouncements/>

Short listed firms will be invited to the interview process and to attend an onsite visit to Martel Elementary and Longley Elementary, in accordance with the Schedule on page 4 of this RFQ.

## **SCHEDULE**

The following is the expected schedule for the selection of firms to provide architectural services:

September 10, 2014	Issue RFQ
September 24, 2014	Last date for respondents to send requests for clarification or questions
October 1, 2014	Submittal due at 4:00 p.m.
October 8, 2014	Short list issued
October 10, 2014	Short listed firms may attend a site visit to Martel and Longley Elementary
October 10, 2014	Interview questions and evaluation criteria issued
October 15-16, 2014	Short list interviews conducted
October 20, 2014	Recommendation to School Committee

## **CONTRACT AWARD**

The firm awarded a contract must be a licensed practicing architect or architectural firm in the State of Maine. The architect or firm shall have demonstrated expertise in site work /engineering estimating or have access to a subcontractor with such ability. Subcontractors used during this project will be paid by the architect/firm.

At the time of issuance of this RFQ, the project is expected to consist of up to three primary phases:

- needs assessment,
- site selection to concept design, and
- concept design to completion.

It is the District's desire to have a contract award that encompasses all phases of the project. However, there is the possibility of a contract award that encompasses fewer phases. A contract recommended for one or more phase(s) that is approved by the Superintendent, the School Committee, the Maine Bureau of General Services (BGS) and MDOE does not commit the District to recommend or approve any remaining phase(s) of the project.

Upon selection, the firm will be required to enter into a standard architectural services agreement on a form provided by BGS. The contract shall not be effective until approved by all required parties.

The RFQ does not commit the District to pay any costs incurred in the development and/or submittal of a response and does not commit the District to procure or contract for any services.

While award of this response is based on stated selection criteria, the costs associated with developing and presenting the response shall not be submitted as part of the initial response nor at the interviews. Firms are encouraged to prepare fees and cost schedules based on the criteria established within this document as negotiations will be entered into expeditiously so that the recommendation for award can be presented to BGS and the MDOE as quickly as possible.

## SUBMITTAL SPECIFICATIONS

The following items **must be included** in all copies of the response and numbered according to the listed requirements below. Failure to submit as requested may cause a response to be considered non-responsive.

### Cover Page:

Identify the name of the submittal as “**RFQ – Architectural and Engineering Services, Lewiston Public Schools**.” Include the legal name of the firm, type of firm (e.g., corporation, partnership, etc.), Maine Registration / License number, primary physical address, name of principal contact, telephone, and e-mail address.

### Information Section (items must be labeled and submitted in the order below):

1. Provide a one-page (or less) history of the firm, including a list of the firm principals that would participate significantly in this project.
2. Outline the experience of the firm including a list of similar school construction projects, including A) total construction cost(s); B) type and delivery method of project; C) total number of Request for Information (RFIs) and average time taken to respond to an RFI; D) change order cost(s) as \$ and % of original budget; E) number of change order(s); F) beginning and ending dates of construction period.
3. List of all municipal architectural /engineering experience of the firm within the last ten (10) years with a total project cost of at least \$15 million, providing a brief description for each project.
4. List of projects or other professional experience evaluating and installing green and substantial energy technology.
5. Identify names, experience and qualifications (including professional credentials) of all staff who will be assigned to this project for its duration or a primary phase. Attach resumes of all stated individuals.
6. Provide four (4) professional references for contracted projects within the last five (5) years exceeding \$5 million, including name, address, phone number, email address, project name and description, project owner, general contractor, scope of provided services and responsibilities, and total fee for project services.
7. List the in-house services (not to be externally contracted) provided by your firm.
8. List the consulted services contracted by your firm. Provide a detailed company description of proposed consultants, if known.
9. Define the method and process to be used to develop project budgets.
10. Define the method and process to be used to design and manage the project to meet and not exceed an approved project budget.
11. Provide a detailed explanation of any litigation related to school construction projects in which the proposing firm has been involved in the last 10 years, as well as a discussion of how the litigation was resolved.
12. The firm must provide a certificate of error /omission insurance showing current limits. Provide whether the policy is on an occurrence or claims made basis, the deductible on the policy of insurance, the number of years with the carrier, the claims made on the policy of insurance held by the firm (including a detailed explanation of the nature and type of claim, whether the claim has been resolved, and the terms of the resolution).
13. Submittals must be signed by a representative of the firm with authorization to bind the organization by contract.

## EVALUATION CRITERIA

The District will evaluate responses based upon the following minimum and comparative criteria:

1. **Minimum Criteria:** each submittal **must** meet all of the following criteria in order to be considered for further evaluation:
  - Follow all submittal requirements of the RFQ.
  - Served as an designer/architectural firm for at least three (3) projects of similar size and/or scope during the past ten (10) years through demonstrated experience to manage and monitor a new school facility or a major modernization of an existing school facility with a total project cost of at least \$15 million.
  - Satisfactorily completed all (1-13) items listed in “**Information Section**” above.
  - Evidence of experience with and understanding of Federal, State and local construction regulations, ADA, State funding resources, and demonstrated capacity and experience to evaluate plans and cost estimates.
  - Architects and any other professional required to be licensed in Maine holds a current Maine license.
2. **Comparative Criteria:** the following rating will be used by the District to evaluate the responses received that have been determined to meet the minimum evaluation criteria listed above. Any responses that do not meet all of the minimum criteria will be judged as non-responsive and not reviewed further. The District will consider the following comparative criteria and award each based on the below point schedule:
  - **Highly Advantageous** (4-5 points) response exceeds the specific criteria
  - **Advantageous** (2-3 points) response meets evaluation standard for the criterion (*minimum score to qualify for an interview*).
  - **Not Advantageous** (1 point) response does not fully meet the evaluation criterion or leaves a question or issue not fully addressed.
  - **Does Not Meet** (0 points) response does not meet the element.

### **Criteria A: Adequate Staff and Resources / Knowledge of State and Local Legal Requirements.**

The firm has adequate qualified staff and resources to commit throughout the primary phases of the project and to perform the specified tasks required to meet State and Local legal requirements relevant to new facility construction.

### **Criteria B: Project Cost Estimates, Engineering Oversight and Project Timetable.**

A key consideration of the District is the ability of the firm to begin work immediately, maintain an intensive schedule to meet the District’s design and development timetable, and perform quality, efficient and cost effective work at an appropriate level.

### **Criteria C: Quality of References**

References will be evaluated to identify the ability and quality of previous work as a designer / architect on new construction with similar size and scope.

### **Criteria D: Quality of Written Materials.**

Evaluators will review the responses to determine relative quality, readability, responsiveness to the RFQ, and understanding of the projects and the role of the architect/engineer.

~ END OF RFQ ~